

**Stephanie Terrace**  
**CONDOMINIUMS**  
**Home Owner's Association**

# **Annual Meeting Minutes**

## **Tualatin Valley Fire Station #267**

### **January 21, 2017**

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- The meeting was called to order at 10:00 a.m.
- Owners in attendance # 3, 11, 13, 14, 16, 23, 28, 29, 30, 32, 49, 54
- Board Members in attendance: Sharon Niemczyk, President; Jeri Hinkle, Treasure; Karen Van Raden, Secretary; Christine Boundy; Gail Stone and Steven Lechleiter
- 29 proxies were received and a quorum verified for the meeting.
- October Meeting Minutes were approved.

#### **Treasurer's Report:**

Due to concerns regarding financial fraud, the Treasurer's Report will be read out during the meeting but will not be included in the meeting minutes. It will be available to any owner that requests to see it. Such requests should be directed to a Board Member.

#### **President's Report**

General Tree pruned the trees along Farmington Road in an effort to make the Stephanie Terrace sign more visible. Several people have commented that the sign is much easier to see now. General Tree also removed two trees at the front of the property due to a beetle infestation.

KJ Decks conducted their pressure washing, cleaned the gutters and dryer vents.

Fire extinguisher cabinets were installed at every building under the stairs due to a requirement by the insurance company. It is recommended that all units keep and maintain their own fire extinguishers in case of an emergency. In the event of a fire, please call 911!

#### **Maintenance**

Roof vents are being replaced the week of January 22. It was discussed that the management company should foresee some of these maintenance issues and proactively bring them to the Board for approval of repairs and regular maintenance items.

Dryer vent covers for units 23 and 32 need to be replaced.

Board Member Steve will replace a breezeway light at building 1 and assist is adjusting the new motion light on the walkway of building 13.

The Board discussed the possibility of finding a licensed General Contractor that can act as a Handyman around the property who can handle some of our smaller maintenance duties.

Superior Management noted that they do not have any large Reserve Study maintenance items on the docket for 2018, but the Board discussed having the parking lot restriped. The Board would like to write into the bid for this project that the pavement surface should be power washed and cleared of all moss prior to striping.

#### **Other Business**

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A motion was made, seconded and approved that Temporary Easements for Parking and Air Conditioners will be extended for another two years.

The Association has switched to new landscapers, Forever Green. Board Member Jeri will arrange to conduct a walkthrough of the property with them.

A soil erosion evaluation was done. It was recommended that the landscapers not remove the leaves from the property when they fall from the trees as they compost down to natural mulch that helps create new soil and ground cover and may help replenish the top soil that is washed away in the rain.

The Board would like to remind residents of Bylaw Article X Section 2(f) that no unit owner or tenant, under any circumstances, shall place or allow others to place nails in, puncture or alter the surface of the vinyl siding in any way. Any damage to the siding caused by the unit owner, tenant or others authorized by the unit owner shall be repaired at the unit owner's expense.

**New Business**

It was brought to the Board's attention that some owners are parking their vehicles in visitor parking and switching which vehicle is parked there every few days in an effort to avoid parking violation fees. Please note that, according to the Bylaws (Article X, Section 8(c)), visitor parking is intended for use by visitors only and are not to be used as resident parking or for parking by visitors for extended periods. According to House Rules (Section C, Motor Vehicle Parking), residents who wish to use visitor parking at any time must obtain a waiver from the Board. Any vehicle found in violation of the Bylaws and House rules will receive a notice of violation, will be given 24 hours to bring their vehicle into compliance, and then, if the vehicle remains, it may be towed at the owner's expense.

The Board would like to remind owners that contractors or other vendors that come to service a unit with a vehicle to inform said contractor or vendor that they are not permitted to park in areas marked "Fire Lane," "No Parking," or "Tow Zone." (See Bylaws, Article X, Section 8(d)) Contractors and vendors that have vehicles with trailers are likewise not permitted to park in these areas. The city and the Board are not liable for damage caused to a vehicle parked in a "Fire Lane," "No Parking," or "Tow Zone" should an emergency occur in which an Emergency Response Vehicle responds to the complex. According to the House Rules, Section C, Item 5, Cars parked in any part of the common or limited common areas at the time of emergency may be towed without notice. The Association will pay the expense of the tow if a vehicle is not in violation of parking regulations, otherwise the tow will be at the owner's expense.

**The Board would like to remind all owners to review the Bylaws and House Rules regarding Motor Vehicle Parking so that they remain in compliance.**

An owner requested that Board look into putting together an updated set of Bylaws and House Rules for owners and tenants so that each unit may have a copy of the most up to date governing documents.

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## **Board Meeting Minutes**

### **January 20, 2018**

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After reviewing the proxies, Jeri, Sharon, Gail and Karen's new terms on the Board will begin.

Sharon was reelected as President.

Christina Demke was nominated to be a Member at Large on the Board.

The Board voted to move forward with a Level 2 (with site visit) Reserve Study for 2019.

April 21, 2017 was selected as the date for the next Quarterly Board Meeting.

The meeting was adjourned at 11:05 a.m.

#### **2018 Board Members**

Greg Jackson, <i>President</i>	Unit 30	<a href="mailto:gregj@northjetty.com">gregj@northjetty.com</a>
Gail Stone, <i>Vice President</i>	Unit 49	<a href="mailto:gailstone1@frontier.com">gailstone1@frontier.com</a>
Jeri Hinkle, <i>Treasurer</i>	Unit 13	<a href="mailto:jhinkle389@hotmail.com">jhinkle389@hotmail.com</a>
Karen Van Raden, <i>Secretary</i>	Unit 29	<a href="mailto:kvanraden@hotmail.com">kvanraden@hotmail.com</a>
<u>Members at Large</u>		
Christine Boundy	Unit 14	<a href="mailto:cboundy@epbb.com">cboundy@epbb.com</a>
Steven Lechleiter	Unit 3	<a href="mailto:steve@bikefittingkit.com">steve@bikefittingkit.com</a>
Christina Demke	Unit 30	<a href="mailto:cdemke@hotmail.com">cdemke@hotmail.com</a>